



July 31, 2017

Web Announcement 1419

## **Attention Personal Care Services Providers: Recipient Requests for Copy of Functional Assessment Service Plan**

Personal Care Services (PCS) providers receive the *Approved Personal Care Service Plan*, which is a one-page document providing total authorized PCS hours. The PCS provider is responsible for providing a copy of the *Approved Personal Care Service Plan* to the recipient. When requested by the recipient, the *Functional Assessment Service Plan (FASP)* may be requested from Nevada Medicaid on behalf of the recipient by the provider. Per [Web Announcement 1154](#), provider types 30 (Personal Care Services – Provider Agency) and 83 (Personal Care Services – Intermediary Service Organization) no longer receive a copy of the *FASP*.

If a PCS recipient requests a copy of their FASP through the PCS provider, the PCS provider should upload a request to Nevada Medicaid via the Provider Web Portal by completing the following steps:

- Complete page 1 of form [FA-24 Authorization Request for Personal Care Services \(PCS\)](#).
- Under Section 2 of FA-24, check the “Information Only” box. Within that section, write “Requesting copy of FASP.”
- In the Provider Web Portal, attach the FA-24 to the recipient’s current authorization.

Nevada Medicaid will email a copy of the recipient’s FASP to the PCS provider. The PCS provider will be responsible for providing a copy of the requested FASP to the recipient.